



JENNIFER M. GRANHOLM
GOVERNOR


STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING

MARY A. LANNOYE
DIRECTOR

November 26, 2003

MEMORANDUM

TO: Directors of Departments and Autonomous Agencies

FROM: Mary A. Lannoye 
State Budget Director

SUBJECT: Executive Directive 2003-21- Membership in Associations and Organizations

Executive Directive 2003-21 establishes restrictions for membership in organizations for Executive Branch departments and autonomous agencies effective October 28, 2003, and continuing until further notice. This memorandum outlines procedures necessary to implement Executive Directive 2003-21. Any membership financed in whole, or in part, by general fund or state restricted funds is subject to these membership restrictions.

Restrictions on Payment of Membership Dues

The State Budget Director must authorize any payment for new or renewal memberships. This restriction applies to payments funded with general fund or state restricted funds. It applies to memberships on behalf of the state as a whole, a department, an agency, or a unit within a department. Individual employee memberships will not be approved unless membership is critical to the agency's mission or is required by Civil Service job classification or collective bargaining agreement.

The attached form (signed by the department director or his/her designee) may be used to request authorization prior to payment of new or renewal memberships. This form is also available on the State Budget Office Web site at <http://www.michigan.gov/budget>.

I appreciate your cooperation in implementing this directive. If you have any questions concerning these procedures, please contact Nancy W. Duncan, Deputy State Budget Director at (517) 373-0870.

Attachments:

- 1) Membership Dues Authorization Form DMB 100d (<http://www.michigan.gov/budget>)
- 2) Executive Directive 2003-21

cc: Rick Wiener, Chief of Staff
Lisa Webb Sharpe, Director of Public Policy
Nancy W. Duncan, Deputy State Budget Director
Agency Budget Directors
Internal State Budget Office Distribution